



Shaffer Elementary School Technology Acceptable Use Policy

Computer Use

Using computer resources is a privilege offered to students each academic year. This privilege can be taken away at the discretion of the technology director or head of school. Computers and Chromebooks are provided for students to use as educational tools for research, school work, and communication. Students are expected to act in a considerate and responsible manner when using technology. This policy is intended to promote digital citizenship and a safe, productive use of technology offered by Shaffer Elementary School. Computers at school are to be used for educational purposes only.

Computer Care

Shaffer Elementary School provides technology devices for students to use in the classroom. Proper use and care of Chromebooks and computers are critical to ensure that they are available for everyone's use. All students are to immediately report damaged, broken, vandalized, or otherwise non-usable computers or Chromebooks to the Technology Department. Food and beverages are not allowed at computer stations or near Chromebooks. Leave your computer station in the same condition as you found it when you leave.

Internet Access

The Shaffer network is a secure network available to faculty, staff, and students. Shaffer Elementary School believes that the benefits from access to the Internet as an information resource and opportunity for collaboration far exceed the disadvantages. Ultimately, parent/s or guardian/s of minors are responsible for setting and conveying the standards that their children should follow. Therefore, every student enrolled in classes at Shaffer must read this Acceptable Use Policy statement with his/her parents, agree to the terms of this policy, and obtain parental permission as indicated by electronic signature, in order to use technology resources at Shaffer School.

Privacy/Student Data

Although each student has his/her own account, student computer files are not private. The Technology Department and supervising staff have the right to view and/or modify any information stored by student account holders, with or without prior notice. Information stored, including email communications, which contain unacceptable, inappropriate, or illegal content, may be used in disciplinary proceedings with students. The district reserves the right to access and read Internet messages, review internet sites visited and monitor users at any time.

Network Security

Shaffer Elementary School strives to offer a fast and secure network connection to all Shaffer students and teachers. Such a network can be made vulnerable by viruses, "spyware," and peer-to-peer file sharing program. Thus, maintaining this network requires participation from all community members.

Acceptable Use

Network access and daily use of accounts is a big responsibility. Students who receive password-protected accounts are fully responsible for all activity that occurs on their assigned account, whether or not the account holder committed the action. Students must use only their own account and should not give their passwords to others or allow others to use their accounts. Users are responsible for reporting problems, cases of abuses, or the misuse of technology resources.

Responsible use of Shaffer School's technology resources requires students to be ethical, courteous, and honest in a way that aligns with the mission of the school. The following activities are deemed unacceptable by administrative staff. Some actions are not only inappropriate but expressly prohibited by law.

- Viewing, sending, or downloading illegal or inappropriate content from any source
- Using obscene language, harassing, insulting, or attacking others
- Damaging computers, accessories, supporting systems, or networks
- Using others' passwords or sharing of passwords
- Reviewing or modifying others' files without permission
- Changing computer settings or installing software, including shareware and freeware on school computers
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes
- Create, manipulate, or post images, audio, or video-related content of a student, teacher, staff member, or Shaffer event without permission
- Sharing music, movies, or commercial content through illegal file sharing platforms
- Employing the network or other technology resources for commercial purposes or monetary gain
- Use of the network for any unlawful purpose is prohibited
- Copyright infringement. Students must observe all copyright laws regarding the use of electronically published work, images, and other copyrighted works. Material obtained from the internet must be done in a manner that respects the publishers' copyrights. If you are unsure of whether you may be violating copyright laws, please ask your teacher or the Technology Coordinator.
- Interrupting school Internet service or any related network resources

Cyber Bullying

Cyber bullying is the act of using a communication device to bully a person by sending texts and/or images that are intended to attack, demean, or negatively impact another person or group. **Cyberbullying is against the law** and Shaffer School has a zero-tolerance policy for this type of behavior. Students who have knowledge of such activity are expected to immediately notify the administrator, teacher, or technology staff member.

Limitation of Liability

Shaffer School reserves the right to filter content that is a distraction to instruction and learning. Students are responsible for bringing any questions about the acceptable use of technology to the Technology Department or supervising staff. Shaffer School takes every precaution to filter content that is deemed inappropriate. However, safeguards can never be fully without fault as live content on the web changes by the second. Violations of the Shaffer School Acceptable Use Policy may result in a range of sanctions, including but not limited to loss of access, suspension, and possible expulsion.

Student Agreement

I agree to abide by the guidelines of the District Acceptable Use Policy for Technology and the Internet and all District rules and regulations. I understand that use of the computer network is a privilege, not a right. If I do not follow the rules, I will not be allowed to use the computer network for a period of time and may face additional school disciplinary action.

Student Signature

Date

A parent or guardian must read and sign:

I, _____, parent/guardian of _____, have read and understand the contract, which my child has signed in order to use the Shaffer School District's Instructional Network. I have discussed this contract with my child to help them understand it. I fully agree with the contents of the contract and recognize that my child must abide by it.

Parent/Guardian Signature

Date